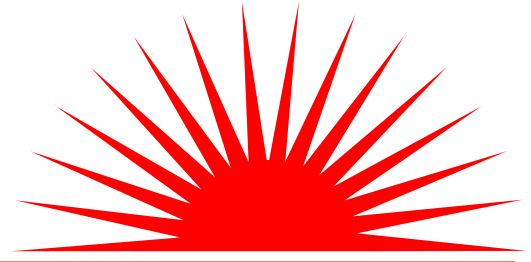




State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

## Special Education Monitoring Alert



*October 2007*

### **Alert to Special Education Directors: It's Time to Update Policies & Procedures**

Prior to having your federal IDEA funds approved by ESS for FY 2009, you will need to adopt updated policies and procedures. The special education policy and procedure checklists for IDEA '04 are now on the ADE/ESS website. The checklists on the website include the required components for minimal compliance. These will need to be formatted into a word document that includes your LEA name and be submitted to your ESS program specialist. The Arizona School Boards Association has worked with ESS on the checklists and members will receive their policies and procedures from ASBA in the near future. Non-members may contract with ASBA for policies and procedures.

Your program specialist will review your updated special education policies and procedures and document your governing board's approval of the updates. Please submit the updated policies and procedures, either electronically or via U.S. mail, to your specialist by **March 1, 2008**. Your program specialist will review them and notify you when they have been accepted. Evidence of your governing board's approval can be submitted after the specialist's acceptance but **must** be documented by the specialist prior to **July 1, 2008**. You will then be able to complete your entitlement application.

Please go to [www.azed.gov/ess/Whatsnew](http://www.azed.gov/ess/Whatsnew) in order to access the checklists, and don't hesitate to contact your ADE/ESS program specialist if you have questions.